



Quality Control Support Associate Housing Finance Paraprofessional

Who may apply:

This position is open to bidders and qualified internal or external candidates simultaneously. This vacancy will be filled in accordance with contract provisions. Eligible bidders will be considered prior to filling the position via other means.

POSTING DATE:	<u>February 14, 2022</u>	EXPIRATION DATE:	<u>February 28, 2022</u>
DIVISION:	<u>Single Family</u>		
SUPERVISOR:	<u>Ben Landwehr</u>		
JOB CLASS:	<u>Housing Finance Paraprofessional</u>		
EMPLOYMENT CONDITION:	<u>Full-time, classified, unlimited</u>		

Minnesota Housing is hiring! We're a mission-focused financial institution that provides funding for affordable homeownership. We are seeking a Quality Control Support Associate who will provide support for the Single Family Quality Control team, with additional administrative support for the Single Family Business Operations team. This position will provide support for the Quality Control team by reviewing incoming document submissions by utilizing imaging software, and properly label documents as needed. This position will also provide support to senior auditors with audit file data entry, collateral document research, routine follow up with external parties regarding missing documents, and other business operations administrative tasks, as needed.

Essential Job Duties

Provide technical support for Quality Control auditors by:

- Reading and identifying audit documents via electronic document image management software
- Identifying document errors and accurately re-categorizing documents
- Collecting missing audit and collateral documents from external parties

Provide data entry support for junior loan Quality Control audits with oversight by senior auditor by:

- Reviewing incoming audit files for completion and accuracy according to program requirements
- Entering data in quality control audit software
- Citing audit exceptions that violate Agency program requirements
- Collaborating with audit resolution specialist to finalize and close audits

This position will perform other duties as assigned.

Minimum Qualifications

To be qualified for and considered for this position, applicants must meet all of the minimum qualifications listed below. Ensure that your resume contains descriptions of your work experiences sufficient for comparison against the requirements stated below and indicate the beginning and ending month and year for each job held.

Only applicants whose resumes clearly demonstrate fulfillment of each of these minimum qualifications will be considered for this position.

- Customer service skills sufficient to interpret and explain program information to applicants, such as eligibility and program requirements
- Knowledge of math sufficient to read financial data and recognize and resolve discrepancies
- Knowledge of English sufficient to communicate effectively with internal and external customers
- Knowledge of English sufficient to write, prepare, and edit materials, using correct spelling, punctuation, grammar, and sentence construction
- Skill in keyboarding/typing, using Microsoft Word or equivalent software, sufficient to produce memos and correspondence in an efficient and timely manner
- Skill in database management sufficient to enter and retrieve data for reports, sort or classify information into existing databases according to established guidelines

Preferred Qualifications

- Experience working in the financial lending industry for a mortgage company or broker, title company, mortgage servicer, lending bank, or housing finance agency
- Experience working in a mortgage quality control environment
- Experience working as an administrative support professional in a business operations capacity with demonstrated increasing responsibilities
- Knowledge of Minnesota Housing's mission and goals, specifically surrounding Single Family programs

Annual Salary Range

\$43,890- \$59,237/annually or \$21.02 - \$28.37/hourly

Additional Requirements

This position requires successful completion of the following:

- Reference checks
- Job-related criminal background checks

Physical Requirements

Requires occasionally transporting such articles as file folders, ledgers, and small tools. A certain amount of moving is often necessary in carrying out job duties.

To Apply:

External candidates should click [here](#) to apply or copy and paste this text into your browser:

https://careers.mn.gov/psp/mnjob/MNCAREERS/HRCR/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&FOCUS=Applicant&SiteId=1001&JobOpeningId=52939&PostingSeq=1&languageCd=ENG

Internal candidates should go to [Employee Self Service](#) > Careers and search for Job ID 52939.

Why Choose Minnesota Housing?

Our culture consists of passionate, mission-driven employees focused on delivering the best programs possible to help Minnesotans access safe, affordable housing. We invest in our employees' futures by providing a variety of professional development opportunities. We're committed to providing employees with work-life balance by offering many work schedule options, flexible schedules and limited overtime. That's why our average employee tenure is 11 years.

At Minnesota Housing, we know that affordable housing is an essential part of Minnesota's infrastructure. When you work here, you're helping to build stronger communities. We also have a national reputation as one of the finest housing finance agencies in the country.

Our top notch benefits include extremely inexpensive health insurance for employees and dependents, generous vacation and sick leave plans, eleven holidays per year, and tuition assistance. We offer a defined benefit pension plan with a guaranteed, life-long benefit based on tenure plus pre-tax and ROTH options to supplement the pension. For more information, visit our website at www.mnhousing.gov.

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282.2699 (TTY).